

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING
MINUTES
January 9, 2019**

This meeting was advertised in the Hunterdon County Democrat, and notice posted in the
Alexandria Township Municipal Offices and the Alexandria Township Website,
(www.alexandrianj.gov) as required by the Open Public Meetings Act.

Meeting Called to order at 7:41 PM.

ROLL CALL:

PRESENT: Mayor Garay, Committeeman Pfefferle, Committeeman Kiernan, Township Attorney Dragan

ABSENT: None

FLAG SALUTE:

Mayor Garay led the flag salute.

TOWNSHIP COMMITTEE OVERSIGHT REPORTS:

Environmental Commission (EC)/Personnel-Mayor Garay

Mayor Garay noted that the EC meeting was held on January 11th. The EC will be assisting the Township on stormwater management issues. The EC is running a name contest as to what community day should be called for 2019. The following dates/activities have been set:

- 1.) April 13th-County Stream Clean-up Day
- 2.) April 20th-Well Water Testing

Aging Coordinator Report/Mayor Garay:

Mayor Garay noted that 55+ group meets twice a month; the 1st Tuesday of the month and a second meeting is scheduled for social events. At the last meeting the group was introduced to yoga. Some of the upcoming events include learning to play bridge and starting a book club.

Finance Update/Comm. Pfefferle:

Comm. Pfefferle noted that the Township will begin budget discussions on February 13th and February 20th.

DPW/Park & Rec-Comm. Kiernan:

Comm. Kiernan noted that Park/Rec cancelled their meeting for January. There was no report from the DPW Foreman for the month of January. Comm. Kiernan updated the Township Committee with the status of the pending truck order and reminded everyone in attendance that dumpster day is scheduled for January 18th from 8AM to 11 AM at the DPW Garage.

Open Space Advisory Commission:

Chair Evans noted that two representatives from the State and County have offered to help plan this year. The Commission is proposing to hold a public meeting regarding farm preservation and have a Q & A for targeted farms.

TOWNSHIP ADMINISTRATOR REPORT:

Township Administrator Bobrowski reported the following done for the month of January:

- Drafted a Social Media Policy
- Drafted a Mileage Reimbursement Policy
- Have made sure that the website is up to date
- Assisted DPW Foreman Griffith with Health Benefits upon his retirement
- Assisted DPW Foreman Griffith with retirement paperwork
- Filed health insurance paperwork for new employee Jennifer Houck
- Updated and distributed the employee manual to all employees
- Sent correspondence to Township Employees about 2019 mileage reimbursement
- Provided Annual Resolutions to all employees that were adopted by the Township Committee at the January 3, 2019 Re-Org. meeting. These resolutions included a Drug Free Workplace Policy, Civil Rights Policy, and a Discrimination Policy.
- Aided in personnel matters with the DPW & the finance department

Township Administrator Bobrowski noted that Rutgers has re-instituted their Certified Public Manager Program. The program is for 52 weeks/1 day a week of class instruction. The attendee must pass three exams and present a Capstone project at the end of the course. Township Administrator Bobrowski would like to attend this program. The next class will be at the Morris County Police Academy starting on February 26th.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Township Administrator Bobrowski to attend the Rutgers Certified Public Manager Program beginning on February 26th.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

PUBLIC COMMENT FOR AGENDA RELATED MATTERS ONLY:

OLD BUSINESS:

- Penn East Update

EC Member Jackie Freedman noted that on December 14th Penn East was granted permission of Eminent Domain. Penn East will begin surveying this week. Residents can't interfere and noted that the surveying is just the next step in the process.

NEW BUSINESS:

- Appointment of Bill Miller to the Environmental Commission

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the nomination by Mayor Garay of Bill Miller to the Environmental Commission.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

- Resolution 2019-038 Appointment of Leon Jordan, Jr. as a Seasonal DPW Snow Plow Operator

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-038.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

RESOLUTION 2019-038 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTMENT OF LEON JORDAN, JR AS A SEASONAL DPW SNOW PLOW OPERATOR

WHEREAS, the Township of Alexandria needs a Seasonal DPW Snow Plow Operator, and;

WHEREAS, the Township Committee and Township Administrator advertised the position of Seasonal DPW Snow Plow Operator in the Hunterdon County Democrat and on the Township website, and;

WHEREAS, Leon Jordan, Jr. applied for the position and;

WHEREAS, based on his experience, the Township Committee wishes to hire Leon Jordan, Jr. as a Seasonal DPW Snow Plow Operator.

NOW THEREFORE, BE IT RESOLVED, by the Governing Body, of the Township of Alexandria, County of Hunterdon, State of New Jersey, that Leon Jordan, Jr. be appointed Seasonal DPW Snow Plow Operator effective immediately at an hourly rate of \$25.00. Hours of work will be at the discretion of the DPW Foreman on an "as needed" basis during inclement weather.

- Resolution 2019-039 Establishing a Green Team

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-039.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

RESOLUTION 2019-039 TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A GREEN TEAM ADVISORY (GTA) COMMITTEE

WHEREAS, the Township Committee of the Township of Alexandria strives to save tax dollars, assure clean air and water, improve working and living environments to build a community that is sustainable economically, environmentally and socially; a community which would thrive well into the new century; and

WHEREAS, the Township Committee of the Township of Alexandria wishes to build a model of government which benefits our residents now and far into the future with green community initiatives which are easy to replicate and affordable to implement; and

WHEREAS, in an attempt to focus attention on “Green” issues, the Township Committee wishes to establish a Green Team Advisory Committee (GTA); and

WHEREAS, the Township Committee of the Township of Alexandria wants to begin the process of focusing on “Green” issues by starting a green fair with the five sending districts of Delaware Valley Regional HS. The sending districts are: Frenchtown Boro, Milford Boro, Holland Township, Kingwood Township, and Alexandria Township; and

WHEREAS, the Township Committee of the Township of Alexandria will appropriate “seed money” in their 2019 budget to begin the process of making its operations greener, and more environmentally friendly; and

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Alexandria that we do hereby establish a Green Team Advisory Committee consisting of eleven members who shall be residents or employees of Alexandria Township, appointed annually; and

NOW THEREFORE BE IT FURTHER RESOLVED, by the Township Committee of the Township of Alexandria that the Mission, Goals and Objectives for the GTA through December 31, 2019 are established as follows:

Mission

The Alexandria Township Green Team Advisory Committee will advise the township committee on ways to improve municipal operations with “Green” initiatives which are economically and environmentally sound through research and evaluation.

Goals:

To become a Sustainable Jersey certified municipality trying to maintain either Bronze or Silver certification annually by completing required actions from the Sustainable Jersey actions list. Some of these actions for 2019 are to consist of:

1. Compiling a list of open space/farm preservation properties/plans
2. Green Business Recognition Program to support and campaign local businesses
3. Holding a Green Fair for the Community to engage in sustainable practices at home

4. Community Outreach of Sustainable practices

Objectives:

1. Collaborate with township employees, service providers and other governmental agencies to share resource information and ideas consistent with the Mission of the GTA.
2. Encourage participation of all employees to solicit ideas on green initiatives.
3. Research and analyze green initiatives which make practical environmental and financial sense.
4. Develop strategies for sustainable green initiatives in municipal operations.

NOW THEREFORE BE IT FINALLY RESOLVED, by the Township Committee of the Township of Alexandria that the following persons are hereby appointed to the GTA for 2019 and are eligible to serve until replaced though an updated resolution or ordinance:

FIRST NAME LAST NAME POSITION REPRESENTATIVE:

Michele Bobrowski-Township Employee/Township Clerk

Jennifer Houck-Township Employee/Office Assistant

Greg Heiser-Township Employee/DPW Foreman

Mark Yaros-Township Resident/Co-Chair of the Park/Rec Commission

Andrew Niebuhr-Township Resident/Co-Chair of the Park/Rec Commission

Jay Arancio-Township Resident/Chair of the Environmental Commission

Doug Schmitt-Township Resident/Environmental Commission Member

Maureen Santoro- Township Resident/Environmental Commission Member

Lisa Sowden- Township Resident/Environmental Commission Member

Adrienne Crombie- Township Resident/Environmental Commission Member

Jackie Freedman- Township Resident/Environmental Commission Member

Bill Miller- Township Resident/Environmental Commission Member

Michelle Garay-Township Resident/Township Committee

- Alexandria Township Mileage Reimbursement Policy

The Township Committee reviewed a Mileage Reimbursement Policy prepared by Township Administrator Bobrowski. The Committee recommended the following changes:

- Mileage Reimbursement should be submitted no later than quarterly
- If mileage calculations are less from an employee's home than the municipal offices than the employees' home is to be used for mileage reimbursement calculations.

Township Administrator Bobrowski will amend the policy to reflect these changes and resubmit the policy at the February 13th meeting.

- Fees/Escrow-Land Use Applications

Township Attorney Dragan prepared a memo for the Township Committee regarding the escrow fees that are required depending on the Land Use application being submitted. The last time fees were updated was in 2015. The current fee range was derived from 1998 to 2015. Recommendation was made for the Land Use Attorney to review and see if they agree with the current fees and/or make recommendations.

ENGINEER'S REPORT:

The Township Committee reviewed Township Engineer Decker's report dated January 9, 2019. Comm. Kiernan noted that for Schoolhouse Road the project was not for drainage, safety or bus turning issues but to widen the road to a uniform 24-foot width for consistency with the northern section. Comm. Kiernan recommended that the widening of Schoolhouse Road be put off. The report also indicated that the Mt. Salem Road project was complete and line stripping remains. Twp. Eng. Decker submitted a NJ DOT Grant for Schaaf Road Section One. An announcement of award is anticipated in February.

APPROVAL OF MINUTES:

- November 7, 2018 Executive Session
- November 20, 2018 Township Meeting
- November 20, 2018 Executive Session
- December 12, 2018 Township Meeting
- December 27, 2018 Special Meeting

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above meeting minutes.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

PUBLIC COMMENT ON GENERAL MATTERS:

Comm. Pfefferle would like to look into having solar installed at the municipal offices and would like to know if the Township needs to go out to bid if the solar panels are of not cost to the Township. Twp. Atty. Dragan will investigate and will inform the Committee of her findings.

Resident Jackie Freedman stated she was concerned about the parking during the election at Alexandria Middle School. She noted that the school needs to do something with their parking lot. Ms. Freedman was informed that the school intends to close for the 2019 elections and the Township has also considered several other options for future elections.

OEM Coordinator Dale Harding informed the Township Committee that a meeting is scheduled for January 18th with area rescue squads to discuss response times and assistance from other agencies.

CORRESPONDENCE/ANNOUNCEMENTS:

The Township Rabies Clinic will be help on Saturday, January 26th from 1:00 PM to 3:00 PM at the DPW Garage.

Mayor Garay noted that the Township is looking to field a softball team against Holland Township for a charity food drive scheduled for May 4th.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to go into Executive Session. **(Time 9:18 PM.)**

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Open Public Meetings Act RESOLUTION- Executive Session

WHEREAS, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist:

NOW, THEREFORE, BE IT RESOLVED by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

_____ A confidential or excluded matter under Federal or State Law or Court Rule.

- _____ A matter involving information that may impair the Township's rights to receive funds from the United States Government.
 - _____ A matter constituting an unwarranted invasion of an individual's privacy rights.
 - _____ Collective Bargaining Agreement or negotiation of the Agreement.
 - _____ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.
 - _____ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.
 - _X_ Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.
Delaware River Tubing
Penn East Pipeline Co. LLC v. Kroese, et. al.
 - _X_ Matters falling within the attorney-client privilege.
NJ Clown Farm
Shared Service
Joint Court
 - _____ Personnel matters involving a specific employee or officer of the Township.
 - _____ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.
3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
 4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
 5. This Resolution shall take effect immediately.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to return to Public Session **(9:43 PM)**.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

The following matters were discussed in Executive Session:

- Delaware River Tubing
Operating without site plan compliance-**Status Quo**
 - Clown Farm
- Trial date of February 20th at 2:00 PM has been set.

- Joint Court

Representatives of the Court will be meeting in approximately two weeks to go over the submitted budget. There have been discussions on salary and a 2% raise for the Interim Court Administrator.

- Penn East

Correspondence received from Special Counsel Duggan.

- Shared Service

No update

MOTION TO ADJOURN

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to adjourn at 9:43 PM.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 9:43 PM.

Respectfully Submitted:

Michele Bobrowski, CMC/RMC

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of January 9, 2019 and certify that said Minutes were approved unanimously by the Township Committee on the 12th day of February 2019.

Michelle Garay, Mayor